

CONFIDENTIAL INTERNAL USE ONLY

13 August 1974

MEMORANDUM FOR: Management and Services Advisory Group
SUBJECT : Minutes of Meeting - 30 July 1974

The following subjects were discussed during the meeting and were acted upon as indicated:

1. We decided that minutes of each meeting are required to keep abreast of actions taken. The Co-Chairman will record the minutes and distribute them to Group members and the Executive Officer, DDM&S, prior to the next scheduled meeting.

2. Old Business

STATINTL

a. Recruitment Procedures memorandum by [REDACTED]. Send forward to Executive Officer, DDM&S.

STATINTL

b. Training for jobs other than job employee holds. Hold for further discussion.

c. Job Exchanges memorandum by [REDACTED]. Take no further action. Objective can be accomplished by "Shopping File."

STATINTL

d. "Letter of Agreement" vice "Letter of Instruction." [REDACTED] will draft memorandum. Members should obtain sampling of opinion from their own offices. Discuss further at next meeting.

e. Academic qualifications of Agency professional and clerical personnel. Discuss at next meeting.

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f. Agency Parking. [REDACTED]
and [REDACTED] will research. Discuss further at
next meeting.

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STATINTL

3. New Business

STATINTL

a. [REDACTED] will provide an agenda
for meeting with Mr. Blake on 5 August.

b. Shower facilities for women employees.
Discuss at next meeting.

c. MSAG full day session at remote site.
Discuss at next meeting.

d. Money Drop. Discuss at next meeting. STATINTL

[REDACTED]
Co-Chairman

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